

DDS&T-6217-77
27 December 1977

MEMORANDUM FOR: Director/OD&E
Director/ORD ✓
Director/OTS
Director/OSO
Director/FBIS
Director/NPIC

response due
COB 5 Jan.

SUBJECT : Secretarial/Clerical Management Advisory Group

1. The Director has authorized the establishment of an Agency Secretarial/Clerical Management Advisory Group. The Group will identify and address issues relevant to secretarial/clerical employees and comment on those already identified by management.

2. The DDS&T has been requested to nominate three representatives for the new MAG group, two for one-year tours and one for a nine-month tour. (Each Directorate will do likewise while the DCI area and IC Staff have been asked for two and one nominations respectively.)

3. Nominees should be in the GS 06-09 range (with exceptions possible for higher graded senior secretaries), have at least two years of Agency experience, have a genuine interest in issues affecting secretarial and other clerical employees, and be capable of making a substantial contribution to the group. Nominees should be able to attend monthly meetings and be willing to devote some personal time to the Group's endeavors.

4. In selecting participants, please represent the various grade levels and the diverse secretarial/clerical elements in your components, such as secretary-stenos, senior secretaries, clerks, clerk-typists, intelligence assistants, etc.

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5. Using the criteria outlined in paragraph 3, would you please submit nominations for the three DDS&T positions. Please forward ten (10) copies of the nomination, updated biographic profile and latest fitness report to the below signed by COB 5 January 1978.



STAT

Chief, Administrative Support Staff
DDS&T